

The City of San José
*is seeking a talented, innovative, and energetic individual to
serve as*
ASSISTANT LIBRARY DIRECTOR
San José Public Library





THE COMMUNITY

Situated between the Diablo and Santa Cruz mountain ranges, the City of San José encompasses 178 square miles at the southern tip of San Francisco Bay. San José's central location between San Francisco to the north and Monterey/Carmel to the south makes the Capital of Silicon Valley a gateway to adventures throughout California. With a population of 1,006,892, San José is the 10th largest city in the nation. More than 1.8 million people reside in Santa Clara County, of which San José is the county seat.

San José's quality of life is unsurpassed. With an average of 300 days of sunshine a year, and temperatures varying from an average of 50 degrees in January to an average of 70 degrees in July, those living and working in San José can enjoy the City's many attractions, cultural and performing arts, sports and recreation opportunities and year-round festivals and celebrations. Eighty percent of residents rated the quality of life in the City as either "excellent" or "good" in the City's most recent Community Survey. San José has received accolades as a place to live and do business from *Business Week*, *Money Magazine* and other national media.



The City of San José has a rich history. Once a largely agrarian community, San José was a city of bucolic hillsides and an expansive valley dotted with orchards of apricots, walnuts, cherries and plums. However, over the past 80 years, San José experienced one of the most

significant economic changes in California history, transforming from an agricultural community to what is known today as the "Capital of the Silicon Valley." The San José area is home to the largest concentration of technology expertise in the world.

San José is a city proud of the cultural and ethnic diversity of its population and workforce, as well as the rich cultural identity of its many neighborhoods. Its residents speak more than 56 different languages. Nineteen public school districts and an estimated 301 private and parochial schools provide families with a range of educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet and concentrations in aerospace, international studies, math and science, radio and television and more. Nearby universities include San José State University, Santa Clara University, Stanford University, University of California at San Francisco, University of California at Berkeley and University of California at Santa Cruz.

The City of San José operates under a council-manager form of

government. The City Council consists of 10 council members elected by district and a mayor elected at large. The 2008-2009 Operating and Capital Budgets for the City of San José total \$3.28 billion. The City employs approximately 6,985 fulltime employees. Employees are represented by 11 bargaining units that have strong and active leadership. For more information about the City of San José, please visit www.sanjoseca.gov.

THE DEPARTMENT

San José Public Library (SJPL) is the largest public library system between San Francisco and Los Angeles. A proud recipient of the Gale/Library Journal Library of the Year Award, the library is an acknowledged leader in providing innovative services to meet changing customer needs. A multi-ethnic and culturally diverse community is served by the Dr. Martin Luther King, Jr. Library and 17 branches. An additional four branches are temporarily closed for expansion under the historic \$212 million branch development bond approved by voters in November 2000 (for more detail, visit www.newsanjoselibraries.com). By the close of 2012, SJPL will have 23 fully modern branch facilities—none more than 10 years old—whose vibrant interior spaces, technology and entrepreneurial staff are equipped to manage the greater part of the system's activity. Annual visitors exceed the combined home game attendance for all the Bay Area major professional sports teams. Daily, 24-hour access to a significant and growing array of electronic services—including a state-of-the-art online catalog, numerous databases, eBooks (eAudiobooks and eMusic)—is provided by the library's website. Residents may obtain reference assistance or search tips from home or office by phone, email, live chat and texting. Learn more about the San José Public Library system at www.sjlibrary.org.

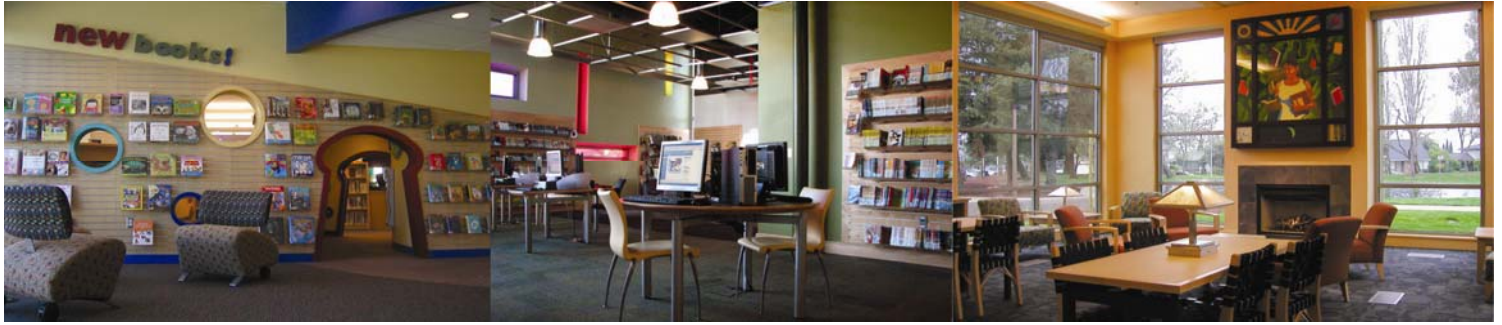
The Dr. Martin Luther King, Jr. Library is both the City of San José's main library and the campus library for San José State University. The award-winning library was built and operates as a collaboration between the City of San José and San José State University. It is the first library

in the United States to integrate the services and collections of a major university and city and make them available to the entire community. Strategically located on the campus at the corner of 4th Street and San Fernando Streets in downtown San José

BY THE NUMBERS FY 08-09

- **Population served:** 1,007,892
- **Facilities:** 18
- **Staff:** 372.11 FTE
- **Inventory:** 2,296,658 items
- **Languages in collections:** 20+
- **Circulation per capita:** 15.21
- **Reference questions answered:** 680,468
- **Operating Budget:** \$39.0 million
- **Visitors:** 8,126,461
- **Items Loaned:** 15,320,909

(Combined total King and branch libraries)



and in close proximity to City Hall, the Library symbolizes the link between town and gown. With the capacity for a collection of two million items and more than 3000 seats, the library is 475,000 square feet spread over nine floors. 10,000 visitors pass through its doors on a daily basis during the academic year.



San José Public Library's mission is to enrich lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information. To fulfill this mission, San José Public Library provides several innovative programs

to the community. *Smart Start San José* is a comprehensive early care and education initiative. *Books for Little Hands* offers a comprehensive early literacy program for pre-school children. *Family Learning Centers* equipped with computers and special software at selected locations provide a unique learning environment to improve basic skills for parents and children together. *Partners in Reading* provides free tutoring to adults who want to improve their reading, writing and computer skills. Free online tutoring and Homework Centers augment library collections as educational resources. Underlying all is "The San José Way" service model that has four guiding principles: Customers First, Teach Customers, Reinvent Environments and Enable Staff.

THE POSITION

The Assistant Director administers and manages all aspects of service, including collection development, technical services, coordination of services for children and teens, branch library operations and oversees information technology. Work is performed under the general direction of the Library Director.

The Assistant Director performs the following essential functions:

- Participates in the planning, organization, and overall direction of the work of the library;
- Directs and coordinates implementation of policies and services throughout the library system;
- Evaluates and adjusts diverse library programs and services to meet the rapidly evolving needs of community residents;
- Demonstrates continuous effort to improve operations, streamline work processes, and works cooperatively to provide quality customer service;
- Implements new concepts and innovations, uses cost-effective technology to improve operations;
- Participates in the preparation, justification, and administration of the library's operational and capital budgets;

- Plans, directs, or conducts special studies, providing recommendations and substantive information for policy and decision-making;
- Participates in negotiations and directs the preparation of agreements and specifications for various types of contracts;
- Acts for the library director in public relations and liaison matters; meets the public, receives complaints; prepares and gives presentations; attends conferences and meetings;
- Collaborates with staff of San José State University to ensure that relevant and effective services are provided at the Dr. Martin Luther King Jr. Library;
- Participates in inter-departmental initiatives;
- Appears before the City Council with or for the director on matters pertaining to the library;
- Interviews and screens prospective library employees; makes recommendations to the library director in the employment, discipline, and discharge of employees;
- Participates in planning for new and renovated library facilities;
- Supervises professional, paraprofessional, administrative, and clerical staff;
- Acts in the absence of the library director and provides leadership and guidance to the division managers.

CHALLENGES & OPPORTUNITIES

- Continue to provide outstanding public service during a period of declining revenues and increased use
- Encourage and support staff in their efforts to develop new and innovative programs to serve the increasingly diverse residents of the City
- Partner with other City departments, San José State University, school districts, community organizations, and local businesses etc. to enhance and expand service to shared audiences
- Complete construction of the final branches authorized by the 2000 Branch Library Bond Measure
- Participate in the Library's efforts to garner support for the renewal of the Library Parcel Tax

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to completion of a Master's Degree in Library Science from an ALA accredited college or university, and seven (7) years of increasingly responsible experience in library business management and/or administration, operations, or maintenance.



THE CANDIDATE

Manager

- Demonstrates outstanding management skills
- Empowers staff with the authority and resources to carry out delegated responsibilities
- Makes wise and fair decisions based on solid facts
- Mentors staff and fosters a team environment
- Excels in developing, leading, and motivating staff
- Works successfully and collaboratively in a represented/union environment
- Has a demonstrated record of effective fiscal management and budgetary planning
- Has excellent project management skills
- Understands and uses effective measurement and evaluation methods
- Is forward thinking and has a positive track record in implementing appropriate leading edge technologies

Strategic Thinker

- Thinks strategically and makes sound decisions under pressure
- Is skilled in strategic planning and plan implementation
- Seeks to create an environment where excellence and innovation can thrive
- Effectively leads and manages change
- Is a creative problem-solver
- Has a knowledge of current trends and best practices in libraries

Communicator

- Provides timely, accurate, and relevant information on critical issues to library staff, colleagues, and the public
- Identifies the key concepts and issues to be communicated in complex situations
- Presents information in a format that takes into account how different audiences and cultures are likely to respond, and endeavors to choose the best method for communicating the message to each audience or culture
- Communicates openly, clearly, logically, and concisely
- Is able to develop and communicate a shared vision of library services
- Uses effective communication skills to enhance and encourage open dialogue when working with individuals, small groups, or large gatherings
- Has a sense of humor

Relationship Builder

- Is able to work collaboratively and harmoniously with library staff and other key stakeholders to achieve the library's mission
- Works successfully with other City employees, University staff, and the general public
- Is willing and able to be an effective, visible library spokesperson in the community
- Is customer service-oriented
- Has a history of responsiveness to staff, library users, and community residents
- Acts with a high level of integrity and develops relationships based on dependability and honesty
- Is active in professional and civic organizations

COMPENSATION

The salary range for this at will position is \$116,417 - \$181,480. In addition, a generous benefits package is provided which includes:

- Retirement – 2.5% @ 55 formula utilizing single highest year; full reciprocity with CalPERS. (The City contributes 24.01% and the employee contributes 9.35%.)
- City pays 90% of the lowest cost health insurance premium for family coverage; employee family premium cost for the lowest cost plan will not exceed 10% per month. If another plan is selected, the employee pays the amount in excess of 90% of the lowest cost plan.
- City pays 100% for the lowest priced dental insurance plan for family coverage. If another dental plan is selected, the City pays 95% and the employee pays 5%.
- Generous vacation, executive leave and holiday package.
- Life insurance equal to two times annual salary.
- 457 (b) Deferred Compensation Plan.
- Tax deferred medical and dependent savings plans.
- Accident insurance, long-term disability insurance, and an employee assistance program are also available.
- Out of area relocation assistance.

For more information on employee benefits, visit the City's benefits website www.sanjoseca.gov/HumanResources/subsurvey.asp.

How to Apply

To be considered for this exciting career opportunity, please email a letter of interest, your resumé and three work-related references (who will not be called until mutual interest is established) to:

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Telephone: (408) 808-2156
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Applications received by **November 13, 2009** will receive first consideration. However, this recruitment is "Open Until Filled".

The City of San José is an Equal Opportunity Employer

